



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

June 23, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**2003 - 2004 PERSONNEL STAFFING ORDINANCE  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve an amendment to Title 6, Salaries, of the County Code to update the departmental articles to reflect the positions included in the 2003-2004 Proposed Budget.
2. Approve amendments to Title 5, Personnel, and Title 6, Salaries, of the County Code to clarify the responsibilities of the Office of Affirmative Action Compliance with respect to investigations, and to modify salary placement provisions for employees covered by the Board of Supervisors performance-based pay plan and eliminate obsolete provisions.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will carry out the Charter requirement to provide by ordinance for the number of employees. It will also modify the Board of Supervisors performance-based pay plan by including a provision similar to other pay plan provisions that authorizes the Chief Administrative Officer to provide salary placement of an employee at any salary within the salary range. The amendment to Title 5 will clarify the responsibilities of the Office of Affirmative Action Compliance with respect to sexual harassment investigations requested by a department head.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, by providing appropriate staffing levels to achieve departmental operational needs.

**FISCAL IMPACT/FINANCING**

Pursuant to Chapter 6.06 of the County Code, department heads may only fill positions funded in the budget and for which the Chief Administrative Officer has placed no restriction on filling.

The cost of and financing for these recommendations have been included in the FY 2003-2004 Proposed Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

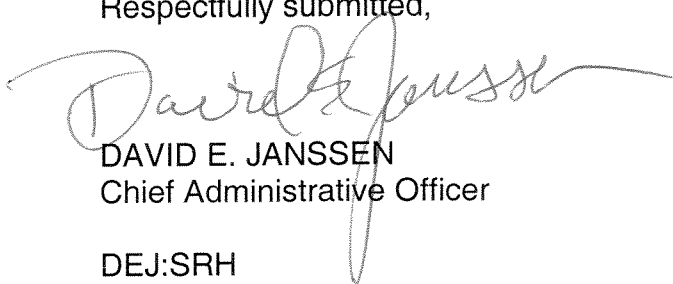
Pursuant to Article III, Section 11 (3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County.

The accompanying ordinance amending Title 5, Personnel and Title 6, Salaries, of the County Code has been approved as to form by the County Counsel.

**IMPACT ON CURRNT SERVICES (OR PROJECTS)**

Approval of these recommendations will enable departments to effect personnel actions associated with the FY 2003-2004 Proposed Budget.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SRH  
WGL:PG:lg

Attachment

c: County Counsel  
Auditor-Controller  
Executive Officer, Board of Supervisors  
Department of Human Resources  
Affected Departments